



A GUIDE TO
INFORMED
COMPLI-
ANCE
FOR
IMPORTERS



1998

U.S. CUSTOMS SERVICE

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INFORMED COMPLIANCE:

REASONABLE CARE CHECKLIST

- THIS INFORMED COMPLIANCE PUBLICATION PROVIDES A CATALOG OF QUESTIONS THAT ADDRESSES THE MAJOR AREAS OF CONCERN REGARDING IMPORTS.
- UTILIZATION OF THE CHECKLIST WILL ASSIST YOU IN PROVIDING ACCURATE AND COMPLETE INFORMATION TO CUSTOMS.
Note: Updated versions of the checklist can be retrieved from the Customs Website.

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- IF YOU DISCOVER THAT INACCURATE INFORMATION HAS BEEN PROVIDED TO CUSTOMS (UPON REVIEWING THE ATTACHED MATERIALS), WE ENCOURAGE THE USE OF THE PRIOR DISCLOSURE PROVISIONS WHICH ARE EXPLAINED IN THIS PUBLICATION.
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CUSTOMS GLOBAL TRADE TALK MAGAZINE

- THIS PUBLICATION IS A CUSTOMS INFORMED COMPLIANCE JOURNAL ISSUED TO THE TRADE, WHICH PROVIDES UP-TO-DATE INFORMATION ON GOVERNMENTAL POLICIES AND LEGAL CONCERNS REGARDING EXPORTING AND IMPORTING.
- AN APPLICATION TO SUBSCRIBE TO THIS PUBLICATION IS PROVIDED ON THE BACK PAGE OF THE PUBLICATION.

Insert

What Every Member of
the Trade Community Should
Know About:

REASONABLE CARE CHECKLIST

A BASIC LEVEL INFORMED COMPLIANCE PUBLICATION
OF THE U.S. CUSTOMS SERVICE

JANUARY 1998



PREFACE

The Penalties Branch, International Trade Compliance Division, Office of Regulations and Rulings has prepared this publication on *Reasonable Care*, as part of a series of informed compliance publications advising the trade community of changes in Customs procedures as a result of the Mod Act. It is hoped that this material, together with seminars and increased access to Customs rulings, will help the trade community in improving voluntary compliance with the Customs laws.

The information provided in this publication is for general information purposes only. Recognizing that many complicated factors may be involved in customs issues, an importer may wish to obtain a ruling under Customs Regulations, 19 C.F.R. Part 177, or obtain advice from an expert (such as a licensed Customs Broker, attorney or consultant) who specializes in Customs matters. Reliance solely on the general information in this pamphlet may not be considered reasonable care.

Comments and suggestions are welcomed, and should be addressed to the Assistant Commissioner at the Office of Regulations and Rulings, U.S. Customs Service, 1300 Pennsylvania Avenue, N.W., Washington, D.C. 20229.

Stuart P. Seidel

ASSISTANT COMMISSIONER • OFFICE OF REGULATIONS AND RULINGS

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Note: The Reasonable Care Checklist appeared as T.D. 97-96, 62 Federal Register 64248, December 4, 1997 and was reprinted in 31 Customs Bulletin 2, December 17, 1997. These publications contain additional background material and an analysis of comments submitted by the trade community to earlier drafts. In this Informed Compliance Publication, references to "brokers" has been changed to "Customs brokers," for clarification.

INTRODUCTION

One of the most significant effects of the Customs Modernization Act is the establishment of the clear requirement that parties exercise **"reasonable care"** in importing into the United States. Section 484 of the Tariff Act, as amended, requires an importer of record "using reasonable care" to make entry by filing such information as is necessary to enable the Customs Service to determine whether the merchandise may be released from customs custody, "and using reasonable care— "complete the entry by filing with the Customs Service the declared value, classification and rate of duty" and "such other documentation ...or information as is necessary to enable the Customs Service to....properly assess duties...collect accurate statistics...determine whether any other applicable requirement of law...is met." Despite the seemingly simple connotation of the term "reasonable care," this explicit responsibility defies easy explanation. The facts and circumstances surrounding every import transaction differ - from the experience of the importer to the nature of the imported articles. Consequently, neither the Customs Service nor the importing community can develop a foolproof reasonable care "checklist" which would cover every import transaction. On the other hand, In keeping with the Modernization Act's theme of "informed compliance," the Customs Service would like to take this opportunity to recommend that the importing community examine the list of questions below. In Customs view, the list of questions may prompt or suggest a program, framework or methodology which importers may find useful in avoiding compliance problems and meeting "reasonable care" responsibilities.

Obviously, the questions below cannot be exhaustive or encyclopedic - ordinarily, every import transaction is different. For the same reason, it cannot be overemphasized that although the following information is provided to promote enhanced compliance with the Customs laws and regulations, it has no legal, binding or precedential effect on Customs or the importing community. In this regard, Customs notes that the checklist is not an attempt to create a presumption of negligence, but rather, an attempt to educate, inform and provide guidance to the importing community. Consequently, Customs believes that the following information may be helpful to the importing community and hopes that this document will facilitate and encourage importers to develop their own unique compli-

ance measurement plans, reliable procedures and "reasonable care" programs.

As a convenience to the public, the checklist also includes the text of a *checklist previously published* in the Federal Register for use in certain textile and apparel importations. The full document was published in 62 FR 48340 (September 15, 1997).

As a final reminder, it should be noted that to further assist the importing community, Customs issues *rulings* and *informed compliance publications* on a variety of technical subjects and processes. It is strongly recommended that importers always make sure that they are using the latest versions of these publications.

1. If you have not retained an expert to assist you in

GENERAL QUESTIONS FOR ALL TRANSACTIONS

complying with Customs requirements, do you have access to the Customs Regulations (*Title 19 of the Code of Federal Regulations*), the *Harmonized Tariff Schedule of the United States*, and the GPO publication “Customs Bulletin and Decisions?” Do you have access to the *Customs Internet Website*, *Customs Electronic Bulletin Board* or other research service to permit you to establish reliable procedures and facilitate compliance with Customs laws and regulations?

2. Has a responsible and knowledgeable individual within your organization reviewed the Customs documentation prepared by you or your expert to ensure that it is full, complete and accurate? If that documentation was prepared outside your own organization, do you have a

reliable system in place to insure that you receive copies of the information as submitted to Customs; that it is reviewed for accuracy; and that Customs is timely apprised of any needed corrections?

3. If you use an expert to assist you in complying with Customs requirements, have you discussed your importations in advance with that person and have you provided that person with full, complete and accurate information about the import transactions?

4. Are identical transactions or merchandise handled differently at different ports or Customs offices within the same port? If so, have you brought this to the attention of the appropriate Customs officials?

QUESTIONS ARRANGED BY TOPIC

MERCHANDISE DESCRIPTION & TARIFF CLASSIFICATION

Basic Question: *Do you know or have you established a reliable procedure or program to ensure that you know what you ordered, where it was made and what it is made of?*

1. Have you provided or established reliable procedures to ensure you provide a complete and accurate description of your merchandise to Customs in accordance with *19 U.S.C. 1481*? (Also, see *19 CFR 141.87* and *19 CFR 141.89* for special merchandise description requirements.)

2. Have you provided or established reliable procedures to ensure you provide a correct tariff classification of your

merchandise to Customs in accordance with *19 U.S.C. 1484*?

3. Have you obtained a Customs “ruling” regarding the description of the merchandise or its tariff classification (See *19 CFR Part 177*), and if so, have you established reliable procedures to ensure that you have followed the ruling and brought it to Customs attention?

4. Where merchandise description or tariff classification information is not immediately available, have you established a reliable procedure for providing that information, and is the procedure being followed?

5. Have you participated in a Customs pre-classification of your merchandise relating to proper merchandise description and classification?

6. Have you consulted the tariff schedules, Customs

informed compliance publications, court cases and/or Customs rulings to assist you in describing and classifying the merchandise?

7. Have you consulted with a Customs “expert” (e.g., lawyer, Customs broker, accountant, or Customs consultant) to assist in the description and/or classification of the merchandise?

8. If you are claiming a conditionally free or special tariff classification/provision for your merchandise (e.g., GSP, HTS Item 9802, *NAFTA*, etc.), How have you verified that the merchandise qualifies for such status? Have you obtained or developed reliable procedures to obtain any required or necessary documentation to support the claim? If making a *NAFTA* preference claim, do you already have a *NAFTA* certificate of origin in your possession?

9. Is the nature of your merchandise such that a *laboratory* analysis or other specialized procedure is suggested to assist in proper description and classification?

10. Have you developed a reliable program or procedure to maintain and produce any required Customs entry documentation and supporting information?

VALUATION

Basic Questions: *Do you know or have you established reliable procedures to know the “price actually paid or payable” for your merchandise? Do you know the terms of sale; whether there will be rebates, tie-ins, indirect costs, additional payments; whether “assists” were provided, commissions or royalties paid? Are amounts actual or estimated? Are you and the supplier “related parties?”*

1. Have you provided or established reliable procedures to provide Customs with a proper declared value for your merchandise in accordance with *19 U.S.C. 1484* and *19 U.S.C. 1401a*?

2. Have you obtained a Customs “ruling” regarding the valuation of the merchandise (See *19 CFR Part 177*), and if so, have you established reliable procedures to ensure that you have followed the ruling and brought it to Customs attention?

3. Have you consulted the Customs valuation laws and regulations, *Customs Valuation Encyclopedia*, Customs **informed compliance publications**, court cases and Customs rulings to assist you in valuing merchandise?

4. Have you consulted with a Customs “expert” (e.g.,

lawyer, accountant, Customs broker, Customs consultant) to assist in the valuation of the merchandise?

5. If you purchased the merchandise from a “related” seller, have you established procedures to ensure that you have reported that fact upon entry and taken measures or established reliable procedures to ensure that value reported to Customs meets one of the “related party” tests?

6. Have you taken measures or established reliable procedures to ensure that all of the legally required costs or payments associated with the imported merchandise have been reported to Customs (e.g., assists, all commissions, indirect payments or rebates, royalties, etc.)?

7. If you are declaring a value based on a transaction in which you were/are not the buyer, have you substantiated that the transaction is a bona fide sale at arm’s length and that the merchandise was clearly destined to the United States at the time of sale?

8. If you are claiming a conditionally free or special tariff classification/provision for your merchandise (e.g., GSP, HTS Item 9802, *NAFTA*, etc.), have you established a reliable system or program to ensure that you reported the required value information and obtained any required or necessary documentation to support the claim?

9. Have you established a reliable program or procedure to produce any required entry documentation and supporting information?

COUNTRY OF ORIGIN/MARKING/QUOTA

Basic Question: *Have you taken reliable measures to ascertain the correct country of origin for the imported merchandise?*

1. Have you established reliable procedures to ensure that you report the correct country of origin on Customs entry documents?

2. Have you established reliable procedures to verify or ensure that the merchandise is properly marked upon entry with the correct country of origin (if required) in accordance with *19 U.S.C. 1304* and any other applicable special marking requirement (watches, gold, textile labeling, etc)?

3. Have you obtained a Customs “ruling” regarding the proper marking and country of origin of the merchandise (See *19 CFR Part 177*), and if so, have you established reliable procedures to ensure that you followed the ruling

and brought it to Customs attention?

4. Have you consulted with a Customs “expert” (e.g., lawyer, accountant, Customs broker, Customs consultant) regarding the correct country of origin/proper marking of your merchandise?

5. Have you taken reliable and adequate measures to communicate Customs country of origin marking requirements to your foreign supplier prior to importation of your merchandise?

6. If you are claiming a change in the origin of the merchandise or claiming that the goods are of U.S. origin, have you taken required measures to substantiate your claim (e.g. Do you have U.S. milling certificates or manufacturer’s affidavits attesting to the production in the U.S.)?

7. If you are importing textiles or apparel, have you developed reliable procedures to ensure that you have ascertained the correct country of origin in accordance with *19 U.S.C. 3592* (Section 334, Pub. Law 103-465) and assured yourself that no illegal transshipment or false or fraudulent practices were involved?

8. Do you know how your goods are made from raw materials to finished goods, by whom and where?

9. Have you checked with Customs and developed a reliable procedure or system to ensure that the quota category is correct?

10. Have you checked or developed reliable procedures to check the *Status Report on Current Import Quotas (Restraint Levels)* issued by Customs to determine if your goods are subject to a quota category which has “part” categories?

11. Have you taken reliable measures to ensure that you have obtained the correct visas for your goods if they are subject to visa categories?

12. In the case of textile articles, have you prepared or developed a reliable program to prepare the proper country declaration for each entry, i.e., a single country declaration (if wholly obtained/produced) or a multi-country declaration (if raw materials from one country were produced into goods in a second)?

13. Have you established a reliable maintenance program or procedure to ensure you can produce any required entry documentation and supporting information, including any required certificates of origin?

INTELLECTUAL PROPERTY RIGHTS

Basic Question: *Have you determined or established a reliable procedure to permit you to determine whether your merchandise or its packaging bear or use any trademarks or copyrighted matter or are patented and, if so, that you have a legal right to import those items into, and/or use those items in, the U.S.?*

1. If you are importing goods or packaging bearing a trademark registered in the U.S., have you checked or established a reliable procedure to ensure that it is genuine and not restricted from importation under the “gray-market” or parallel import requirements of U.S. law (see *19 CFR 133.21*), or that you have permission from the trademark holder to import such merchandise?

2. If you are importing goods or packaging which consist of, or contain registered copyrighted material, have you checked or established a reliable procedure to ensure that it is authorized and genuine? If you are importing sound recordings of live performances, were the recordings authorized?

3. Have you checked or developed a reliable procedure to see if your merchandise is subject to an *International Trade Commission* or court ordered exclusion order?

4. Have you established a reliable procedure to ensure that you maintain and can produce any required entry documentation and supporting information?

MISCELLANEOUS QUESTIONS

1. Have you taken measures or developed reliable procedures to ensure that your merchandise complies with other agency requirements (e.g., *FDA, EPA/DOT, CPSC, FTC, Agriculture*, etc.) prior to or upon entry, including the procurement of any necessary licenses or permits?

2. Have you taken measures or developed reliable procedures to check to see if your goods are subject to a Commerce Department dumping or countervailing duty investigation or determination, and if so, have you complied or developed reliable procedures to ensure compliance with Customs reporting requirements upon entry (e.g., *19 CFR 141.61*)?

3. Is your merchandise subject to quota/visa requirements, and if so, have you provided or developed a reliable procedure to provide a correct visa for the goods upon entry?

4. Have you taken reliable measures to ensure and verify that you are filing the correct type of Customs entry (e.g., TIB, T&E, consumption entry, mail entry, etc.), as well as ensure that you have the right to make entry under the Customs Regulations?

ADDITIONAL QUESTIONS FOR TEXTILE AND APPAREL IMPORTERS

Note: *Section 333 of the Uruguay Round Implementation Act (19 U.S.C. 1592a) authorizes the Secretary of the Treasury to publish a list of foreign producers, manufacturers, suppliers, sellers, exporters, or other foreign persons who have been found to have violated 19 U.S.C. 1592 by using certain false, fraudulent or counterfeit documentation, labeling, or prohibited transshipment practices in connection with textiles and apparel products. Section 1592a also requires any importer of record entering, introducing, or attempting to introduce into the commerce of the United States textile or apparel products that were either directly or indirectly produced, manufactured, supplied, sold, exported, or transported by such named person to show, to the satisfaction of the Secretary, that such importer has exercised reasonable care to ensure that the textile or apparel products are accompanied by documentation, packaging, and labeling that are accurate as to its origin. Under section 1592a, reliance solely upon information regarding the imported product from a person named on the list does not constitute the exercise of reasonable care. Textile and apparel importers who have some commercial relationship with one or more of the listed parties must exercise a degree of reasonable care in ensuring that the documentation covering the imported merchandise, as well as its packaging and labeling, is accurate as to the country of origin of the merchandise. This degree of reasonable care must rely on more than information supplied by the named party.*

In meeting the reasonable care standard when importing textile or apparel products and when dealing with a party named on the list published pursuant to section

592A an importer should consider the following questions in attempting to ensure that the documentation, packaging, and labeling is accurate as to the country of origin of the imported merchandise. The list of questions is not exhaustive but is illustrative.

1. Has the importer had a prior relationship with the named party?
2. Has the importer had any detentions and/or seizures of textile or apparel products that were directly or indirectly produced, supplied, or transported by the named party?
3. Has the importer visited the company's premises and ascertained that the company has the capacity to produce the merchandise?
4. Where a claim of an origin conferring process is made in accordance with 19 CFR 102.21, has the importer ascertained that the named party actually performed the required process?
5. Is the named party operating from the same country as is represented by that party on the documentation, packaging or labeling?
6. Have quotas for the imported merchandise closed or are they nearing closing from the main producer countries for this commodity?
7. What is the history of this country regarding this commodity?
8. Have you asked questions of your supplier regarding the origin of the product?
9. Where the importation is accompanied by a visa, permit, or license, has the importer verified with the supplier or manufacturer that the visa, permit, and/or license is both valid and accurate as to its origin? Has the importer scrutinized the visa, permit or license as to any irregularities that would call its authenticity into question?

What Every Member of
the Trade Community Should
Know About:

CUSTOMS PROCEDURES MANUAL

JUNE 1998

CUSTOMS PROCEDURES MANUAL

Purpose: To provide specific procedures designed to ensure: a) a high degree of compliance with the customs laws; b) that merchandise availability and cost assumptions are correct; and, c) that the Company is in a position to take advantage of legitimate duty reduction techniques. Additional sections may include items such as "Broker Oversight."

- I. Statement of Compliance Policy
- II. Organization/Responsibilities
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 - Accounting
 - Finance
 - Import
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 - Legal
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- III. Pre-Entry
 - A. Purchase Decision
 - 1. Classification
 - a) duty rate
 - b) trade restrictions
 - c) preference availability
 - d) reduced-duty availability
 - e) line review
 - 2. Origin
 - a) factory review
 - b) origin determination
 - 3. Problem resolution
 - a) ruling/preclass/PIRP
 - b) change merchandise
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 - 1. Price
 - 2. Special terms
 - 3. Merchandise description
 - 4. Labeling instructions
 - a) origin
 - b) leather
 - 5. Document requirements
 - a) visa
 - b) special invoice/certifications
 - c) origin certifications
 - d) other agency
 - C. Communication to Customs
 - a) assists
 - b) royalties
 - c) commissions
 - d) additions to price, e.g mold charges
 - e) price adjustments/credits
- IV. Entry Procedures
 - A. Document Verification
 - B. Origin Verification
 - C. Rejection Response
 - 1. Warehouse/export
 - 2. Contest
 - 3. Correct
 - 4. Communicate to agent vendor
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 - A. Redelivery Notice
 - 1. Notify Distribution/Stores
 - 2. Comply or contest
 - 3. Communicate to agent and vendor
 - B. Requests for Information (CF 28)
 - C. Notices of Action (CF 29)
 - D. Pre-liquidation Adjustments
 - 1. Defective merchandise claims
 - 2. Corrections in entered value or classification
 - E. Monitor Liquidation
 - 1. Suspension or extension
 - 2. Duty increases
 - 3. Protests
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 - F. Enforcement Issues
 - 1. Penalty Notices
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- VI. Compliance Procedures
 - A. Sample/Audit Entries
 - 1. Classification
 - 2. Value
 - 3. MPF, Harbor Maintenance
 - B. Internal Assessment
 - 1. Financial Records
 - 2. Review Accounts Identified as Import Relevant
 - 3. Overseas Office Cash Reports/Books
 - 4. Commission Invoices
 - C. Prior Disclosure Procedures
- VII. Record keeping Procedures
 - A. Entry Files
 - B. Cross Reference
 - C. Accounting/Financial
 - D. Merchandise
 - E. Destruction and Storage
- VIII. Agent/Auditor Visits
- IX. Information/Training

What Every Member of
the Trade Community Should
Know About:

THE ABC'S OF PRIOR DISCLOSURE

A BASIC LEVEL INFORMED COMPLIANCE PUBLICATION
OF THE U.S. CUSTOMS SERVICE

MAY 1998

PREFACE

On December 8, 1993, Title VI of the North American Free Trade Agreement Implementation Act (Pub. L. 103-182, 107 Stat. 2057), which is also known as the Customs Modernization Act or “Mod Act,” became effective. These provisions amended many sections of the Tariff Act of 1930 and related laws. Two new concepts which emerge from the Mod Act are “informed compliance” and “shared responsibility”. These concepts are premised on the idea that in order to maximize voluntary compliance with Customs laws and regulations, the trade community needs to be clearly and completely informed of its legal obligations. Accordingly, the Mod Act imposes a greater obligation on Customs to provide the public with improved information concerning the trade community’s responsibilities and rights under the Customs and related laws. In addition, both the trade and Customs share responsibility in carrying out import requirements. For example, under section 484 of the Tariff Act, as amended, (19 U.S.C. §1484) the importer of record is responsible for using reasonable care to enter, classify and value imported merchandise, and provide any other information necessary to enable Customs to properly assess duties, collect accurate statistics and determine whether any other applicable legal requirement is met. The Customs Service is then responsible for fixing the final classification and value of the merchandise. The failure of an importer of record to exercise reasonable care may lead to delay in the release of merchandise or the imposition of penalties.

This office has been given a major role in meeting Customs informed compliance responsibilities. In order to provide information to the public, Customs intends to issue a series of informed compliance publications, and possibly CD-ROMs and videos, on topics such as value, classification, entry procedures, determination of country of origin, marking requirements, intellectual property rights, record keeping, drawback, penalties and liquidated damages.

The Penalties Branch, International Trade Compliance Division, Office of Regulations and Rulings has prepared this publication on *The ABC’s of Prior Disclosure*, as part of a series of informed compliance publications advising the trade community of changes in Customs procedures as a result of the Mod Act. It is hoped that this material, together with seminars and increased access to Customs rulings, will help the trade community in improving voluntary compliance with the Customs laws.

The information provided in this publication is for general information purposes only. Recognizing that many complicated factors may be involved in customs issues, an importer may wish to obtain a ruling under Customs Regulations, 19 CFR Part 177, or obtain advice from an expert (such as a licensed Customs Broker, attorney or consultant) who specializes in Customs matters. Reliance solely on the general information in this pamphlet may not be considered reasonable care.

Comments and suggestions are welcomed, and should be addressed to the Assistant Commissioner at the Office of Regulations and Rulings, U.S. Customs Service, 1300 Pennsylvania Avenue, N.W., Washington, D.C. 20229.

Stuart P. Seidel

ASSISTANT COMMISSIONER • OFFICE OF REGULATIONS AND RULINGS

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THE “ABC’S” OF PRIOR DISCLOSURE

Pursuant to 19 U.S.C. §1592 (Section 592, Tariff Act of 1930, as amended)

The following information is provided by the Customs Service to help you understand the “basics” of prior disclosure. Simply put, this provision of law provides reduced penalties to parties who advise Customs of non-compliance with import laws and regulations—before Customs discovers and notifies the party of the noncompliance. In some cases, the penalty may be reduced to zero! Valid prior disclosures can save you time and money, but all parties (including Customs) must be aware of prior disclosure rules, and “play by the rules” in order to realize the benefits of this provision of law. The official policy of the Customs Service is to encourage the submission of valid prior disclosures!

It is important to remember that this brochure only involves prior disclosures submitted pursuant to 19 U.S.C. §1592.

We’ve followed up the “who, what, why, where, when and how” segments with a list of **FAQ’S** (frequently asked questions) involving prior disclosure - in addition, for those parties who have decided to submit a prior disclosure, there’s a **checklist** following the **FAQ’s** which may be helpful in completing the submission of the disclosure. Lastly, we’ve provided a copy of the **Customs Regulations** (19 CFR 162.74) governing prior disclosure for your information.

WHO MAY SUBMIT A PRIOR DISCLOSURE TO CUSTOMS?

Answer: **ANY** party involved in the business of importing into the United States. This includes, but is not limited to, importers, accounts, Customs brokers, exporters, shippers, foreign suppliers/manufacturers, etc.

WHAT IS A “PRIOR DISCLOSURE”?

Answer: A *valid* prior disclosure is an admission of a violation of 19 U.S.C. §1592. This section of law permits Customs to assess monetary penalties against parties who make material false statements, acts or omissions in con-

nection with their importations—the material false statements, acts or omissions must result from the parties’ negligence, gross negligence or fraudulent conduct. Some typical examples of such violations include undervaluation, misdescription of merchandise, overvaluation, antidumping/countervailing duty order evasion or improper country of origin declarations or markings.

This same section of law (19 U.S.C. §1592) also provides for “prior disclosure” (19 U.S.C. §1592(c)(4)). Parties are not required to make a prior disclosure. They **ELECT** to submit the disclosure. If a party elects to make a *complete* “disclosure” of such a violation - *before or without knowledge* of a formal Custom investigation of the violation—the party receives reduced penalties... and the penalty is “zero” if the importations involve unliquidated (i.e., “open”) Customs entries and no fraud is involved. If the entries are liquidated (i.e., “closed or finalized”) and no fraud is involved, the penalty is the interest on the loss of duties. If a fraudulent violation is disclosed, the penalty is reduced from the normal assessment of the domestic value of the goods to 1 times the duty loss—or if the violation involves no duty loss—the penalty is reduced to 10 per cent of the dutiable value of the merchandise.

Of course, in all cases involving liquidated entries and duty loss violations, you must tender this duty loss to Customs (see “**WHEN**” below regarding the timing of this tender). Customs will notify you later about the validity of your disclosure.

The specific rules governing the prior disclosure provision are set forth in the Customs Regulations at 19 CFR 162.74. These regulatory provisions are provided below for your information. By following these rules carefully, you can avoid common mistakes if you elect to submit a prior disclosure.

Also, it is important to remember that Customs treats valid prior disclosures as admissions of violations of law (i.e. 19 U.S.C. §1592). As a result, Customs creates and maintains a record of the party’s violation.

WHY SHOULD I ELECT TO MAKE A "PRIOR DISCLOSURE"?

Answer: The obvious reason to submit the prior disclosure is the benefit of reduced penalties. In some cases, parties have saved millions of dollars in potential penalties by submitting valid prior disclosures but there are other benefits which often accrue to the disclosing party. Conducting periodic "self-assessment" of your importing activities and availing yourself of this provision of law may permit you to detect and correct errors, as well as ensure future compliance with Customs laws and regulations. Additional time and money savings often materialize in the form of reduced legal expenses and/or the elimination of lengthy Customs penalty proceedings. Of course, the Government benefits as well—by eliminating or reducing expenditures of valuable investigative resources and manpower.

WHEN SHOULD I SUBMIT A PRIOR DISCLOSURE TO CUSTOMS?

Answer: This involves a judgment call which depends on your particular circumstances. As a general rule, if you can identify the specific import transactions which violate 19 USC 1592, and you wish to submit a prior disclosure, you should do so as soon as possible. Certain factors may exist which will influence your decision. Obviously, if Customs already has contacted you regarding the violation, you may decide to forego disclosure (but see FAQ's below concerning the availability in such cases for extraordinary relief!). Another factor which may influence your decision to submit the disclosure could be that you have not yet assembled all the correct information involving the transactions which are in violation of 19 USC 1592. In this case, the Customs regulations afford you 30 days to assemble this information and you can ask for extensions of time to assemble this information.

Customs officers frequently are asked about the appropriate time to submit duties that are due involving the disclosed violation. Customs regulations spell out that you should submit any duty loss involving liquidated entries covered by your disclosure at the time you submit the disclosure but, if you are not sure of the duty loss, you may wish to wait until Customs notifies you of its calculation. If you choose this latter option, you must pay the amount stated by Customs within 30 days of Customs notification. We note that the Regulations do provide for limited

Customs Headquarters review of local Customs duty loss calculations, but parties who qualify for this limited review still must deposit the loss determined by local Customs to obtain such review.

WHERE DO I SUBMIT A PRIOR DISCLOSURE?

Answer: You may submit a prior disclosure to any Customs officer at the port of entry where the disclosed violation occurred. If violations occurred at a number of ports, you should list all of the concerned ports in the disclosure and, although not required, it is a good idea to submit a copy of the disclosure to Customs officers at *each* of the concerned ports. By doing this, Customs will be able to consolidate handling the multi-port disclosure at a single port.

HOW DOES CUSTOMS DECIDE IF THE PRIOR DISCLOSURE I SUBMIT IS VALID?

Answer: The first thing Customs does is make sure that you have disclosed the circumstances of the violation in accordance with the regulations (see 19 CFR 162.74(b) below). An incomplete disclosure of the circumstances of the violation is the most common error associated with prior disclosure—yet is easily avoidable by following the regulation's requirements. Once Customs decides that you have disclosed the circumstances of the violation, the agency then checks to see that no open formal Customs investigation of the disclosed violation exists and verifies the accuracy of the information you submitted. If no open formal investigation exists, or Customs determines you have no knowledge of an open investigation, Customs will notify you that your disclosure is valid—assuming, of course, that the information you provided is verified as accurate.

FAQ'S

(Frequently Asked Questions)

1. Who in Customs decides whether my prior disclosure is valid?

Answer: The Fines, Penalties and Forfeitures Officer responsible for the port of entry where the admitted violation took place will decide whether the prior disclosure is valid (see 19 CFR 162.74(a)(2)).

2. I've never been contacted by a Customs officer regarding the violation I wish to disclose. Does that mean I qualify for prior disclosure benefits if I fully disclose the circumstances of the violation and tender any duty loss associated with the violation?

Answer: Ordinarily in such cases where there has been no Customs contact, you will receive prior disclosure benefits—but you should realize that Customs may have commenced a formal investigation of what you wish to disclose *before* you have submitted the disclosure. In all cases, before submitting the disclosure, you should review 19 CFR 162.74 to assure yourself that none of the events listed there has taken place. These events can give rise to a presumption that you had knowledge of the commencement of a formal Customs investigation. The law is rather specific here—the disclosing party has the burden of demonstrating lack of knowledge of a commenced formal investigation!

3. I have reviewed my import transactions and have discovered a mistake on my entry documents relating to the value of the merchandise. Although the value I reported was too low, I haven't been contacted by Customs and know that this was not an intentional error. Should I submit a prior disclosure?

Answer: Probably so. You have to decide whether your false statement as to the value occurred through negligent, grossly negligent or fraudulent conduct. If you submit the disclosure and Customs determines that no violation took place, there are no penalty consequences under

19 USC 1592—and therefore, no record of the disclosure is made. On the other hand, if you submit the disclosure and Customs determines that a 19 USC 1592 violation did occur, you will be granted disclosure treatment for that violation—assuming of course that you fully disclosed the circumstances before or without knowledge of the commencement of a formal investigation of what was disclosed.

4. How do I fully “disclose the circumstances” of a violation?

Answer: Just follow the requirements set forth below in 19 CFR 162.74(b). These four rather straightforward requirements involve the “specifics” of the import transactions involved (e.g., merchandise, violation details, Customs entries involved, etc.) and the correct information which should have been provided to Customs.

5. I've discovered certain undeclared importation costs which Customs may consider dutiable. Do the prior disclosure rules permit me to obtain a Customs decision or review on the dutiability issue before I submit the disclosure or tender any duties which might be due?

Answer: First, it's important to remember that the importer is responsible for the truth and accuracy of the information submitted to Customs—including all dutiable elements of the transaction. If you have determined that required costs have not been reported to Customs, we recommend that you consider submitting the prior disclosure. You will be notified by Customs whether any duty tender you submitted was insufficient—and given an opportunity to increase your tender to the amount requested by Customs. In cases where Customs determines the duty loss exceeds \$100,000, you may be eligible for a Customs Headquarters review of the duty calculation prior to the decision on the validity of the disclosure, but such appeals require the deposit of the disputed amount, are limited in scope, and the Headquarters decision is final. In all other cases, if Customs denies the

validity of the disclosure because you failed to tender the correct loss of duties (i.e., failed to acknowledge the dutiability of certain costs), you will be able to challenge such determinations if a subsequent penalty proceeding occurs.

6. Must I submit my disclosure in writing?

Answer: No—but it certainly is recommended that you do so. By submitting the disclosure in writing, you avoid some obvious problems—the scope and details of the disclosure are “on paper” and the credibility of conversations does not become an issue. Also, although you may make an oral disclosure, it must be followed up in writing within 10 days of your oral communication to a Customs officer. The problems associated with “oral disclosures” become glaring in those cases involving hundreds of import transactions—particularly where different types of merchandise are involved!

7. How far back in time should I go in reviewing my transactions and deciding the scope of my prior disclosure?

Answer: This is a very common problem with disclosures. First and foremost, it is essential to remember that *you* determine the scope of the disclosure. For example, if you make a valid disclosure of 1995 violations and Customs, during its disclosure verification proceedings discovers violations in 1994, you only get disclosure treatment for the 1995 violations. A good rule of thumb to follow in defining the scope of your disclosure is to cover those violations not barred by the statute of limitations—i.e., five years from the date of discovery for fraud, and five years from the date of occurrence for those violations involving gross negligence or negligence violations. It should also be remembered that the “scope” issue affects Customs as well—for example, if Customs has an open investigation involving alleged false country of origin covering only your 1996 widget imports, you may be able to obtain disclosure treatment for violations you disclose which occurred before 1996!

8. What is a “formal investigation” and how does it affect prior disclosure?

Answer: The law provides that when any Customs officer has reason to believe that a possibility of a violation of 19 U.S.C. §1592 has taken place, and the Customs officer records such belief in writing, a formal investigation has

commenced (see 19 CFR 196.74(g) below for complete definition). If you submit a clearly labeled prior disclosure and Customs later denies disclosure treatment on the basis that Customs had commenced a formal investigation of what you disclosed, Customs is required to provide you with notice of the written commencement in a subsequent penalty proceeding. Remember however, that if you can demonstrate that you had no knowledge of the commencement at the time of your disclosure, you may still be afforded disclosure benefits (see 19 CFR 162.74(i) below).

9. I know that Customs has commenced a formal investigation of my 1995 imports involving undeclared royalties I paid my supplier. May I get disclosure benefits if I disclose merchandise misdescription involving the same shipments?

Answer: Yes, provided Customs investigation only related to the royalty violations, and you fully disclose the circumstances of the violations involving misdescription (including tendering any loss of duties). Put another way—you may obtain disclosure benefits for additional violations not covered by the scope of Customs investigation.

10. If I submit a valid prior disclosure of a violation of 19 U.S.C. §1592, can I be criminally prosecuted based on the information I disclose?

Answer: If you submit a disclosure containing information which gives Customs reason to believe that a criminal violation has occurred, Customs legally is obligated to refer that information to the appropriate U.S. Attorney’s office. The U.S. Attorney’s office then is responsible for making a decision whether to prosecute the alleged criminal violation. Generally speaking, in Customs experience, a validly disclosed non-fraudulent violation rarely is prosecuted—it should be reiterated, however, that the U.S. Attorney’s Office makes the decision on prosecution.

11. I have been notified that a Customs Compliance Assessment Team (“CAT”) will be conducting a review of my 1996 widget importations in 18 months. What should I do before the team arrives?

Answer: It is recommended that you utilize this 18 month period to conduct a self-assessment of your importations. By doing so, if you discover potential violations of 19 U.S.C. §1592, you may obtain prior disclosure benefits if

you fully disclose the circumstances of the violations before the CAT team arrives.

12. Doesn't the fact that Customs may commence a formal investigation of a potential violation—and possibly preclude prior disclosure “chill” or inhibit a free and frank exchange of information between importers and Customs officials?

Answer: There is no simple answer to this question. On the one hand, Customs is a law enforcement agency and is required to follow the law when it has reason to believe that a violation has occurred. On the other hand, Customs encourages facilitation of lawful international commerce. Striking a balance between these objectives requires both Customs and the trade to exercise “shared responsibilities” (one of the principal tenets of the Customs Modernization Act). For example, an importer is responsible for using “reasonable care” with respect to its importations.

If you're an importer and have used reasonable care with regard to your imports, you shouldn't feel constrained to discuss your importations with Customs—the importer who uses reasonable care is not culpable—and therefore does not violate 19 U.S.C. §1592. Such is often the case where, for example, a Customs import specialist, inspector or auditor merely asks you details about your merchandise. The questions alone do not constitute a “commenced investigation.” Of course, it is true that if you provide information to the Customs officer which would cause that officer to believe you have committed a violation of 19 U.S.C. §1592 (i.e., that you did not act with “reasonable care”) the officer may, in fact commence a formal investigation.

An important point to remember about prior disclosure is that it is rooted in fairness—to both the Government and the trade community. For example, if a party submits a valid prior disclosure, the party receives the significantly reduced penalty benefits the law provides. On the other hand, where there is no prior disclosure and Customs discovers the violation (and the violator has knowledge of a commenced investigation) disclosure treatment is not afforded the violator. This is another reason why Customs has adopted a policy which “encourages” the submission of valid prior disclosures.

13. How am I notified by Customs that my prior disclosure is valid?

Answer: Customs will notify you by means of a 19 U.S.C. §1592 prepenalty notice and set forth the reduced penalty treatment in its notice. The notice will provide instructions regarding payment of any reduced penalty, and also serves as the Customs record of the disclosed violation.

14. Should I make a prior disclosure of my Customs violations if I know that such violations are under formal Customs investigation?

Answer: Again, this is a judgment call which you must make based on your particular circumstances. Some parties choose to disclose circumstances of the violations in cases where they have knowledge of the commencement of a formal investigation of such violations in order to obtain “extraordinary relief” in subsequent Customs 19 U.S.C. §1592 penalty proceedings. In such cases, by providing the details of the violation to Customs and by exhibiting extraordinary cooperation, the party may obtain “mitigation” in the form of significantly reduced penalties—even though they do not qualify for prior disclosure treatment! In some cases, the mitigation may be close to the amount afforded a party who makes a valid prior disclosure. Further details regarding such extraordinary relief may be found in Appendix B to Part 171 of the Customs Regulations.

PRIOR DISCLOSURE CHECKLIST

(19 U.S.C. §1592)

The following checklist may prove helpful to you if you have made the decision to submit a prior disclosure to Customs. Answering all of the questions below may assist you in completing your prior disclosure submission.

1. Is your prior disclosure addressed to the Commissioner of Customs and does your submission indicate your name, address and telephone number? (Note: Although addressed to the Commissioner, the submission must list all of the concerned ports of entry.)
2. Have you identified the class or kind of merchandise involved in the disclosed violation?
3. Have you identified the importation included in the disclosure by Customs entry number, or by indicating each concerned Customs port of entry and the approximate dates of entry? (Reminder: The disclosing party defines the "scope" of the prior disclosure.)
4. Have you provided the specific material false statements, omissions or acts involved in the disclosed violation and how and when they occurred?
5. Have you provided the true and accurate information or data which should have been provided in the entry? (NOTE: In this regard, remember to specify that you will provide any unknown information or data within 30 days of your initial disclosure if it is not available at the time of your initial disclosure—you can also ask the concerned Fines, Penalties and Forfeitures Officer for extensions of this 30 day period.)
6. Have you calculated any loss of duty involving liquidated entries covered by the prior disclosure? (NOTE: This amount includes all duties, taxes and user fees.) And, if so, have you prepared a check in the amount of the duty loss made payable to the U.S. Customs Service to submit along with your prior disclosure?
7. Have you identified all of the Customs ports where the disclosed violations occurred? (Remember that the submission must list all the concerned ports of entry.)
8. If you are mailing the prior disclosure, have you considered sending it registered or return receipt requested so that the time of disclosure is the date of mailing? (Reminder: Failure to mail the disclosure in this manner will mean that the time of the disclosure will be considered the date of receipt by Customs.)

NEW CUSTOMS REGULATIONS ON PRIOR DISCLOSURE

Revised 19 CFR 162.74, 63 Fed. Reg. 29126
(Published in the Federal Register on May 28, 1998, Effective June 29, 1998)

162.74 PRIOR DISCLOSURE

(a) In general. —

(1) A prior disclosure is made if the person concerned discloses the circumstances of a violation (as defined in paragraph (b) of this section) of 19 U.S.C. 1592 or 19 U.S.C. 1593a, either orally or in writing to a Customs officer before, or without knowledge of, the commencement of a formal investigation of that violation, and makes a tender of any actual loss of duties in accordance with paragraph (c) of this section. A Customs officer who receives such a tender in connection with a prior disclosure shall ensure that the tender is deposited with the concerned local Customs entry officer.

(2) A person shall be accorded the full benefits of prior disclosure treatment if that person provides information orally or in writing to Customs with respect to a violation of 19 U.S.C. 1592 or 19 U.S.C. 1593a if the concerned Fines, Penalties and Forfeitures Officer is satisfied the information was provided before, or without knowledge of, the commencement of a formal investigation, and the information provided includes substantially the information specified in paragraph (b) of this section. In the case of an oral disclosure, the disclosing party shall confirm the oral disclosure by providing a written record of the information conveyed to Customs in the oral disclosure to the concerned Fines, Penalties and Forfeitures Officer within 10 days of the date of the oral disclosure. The concerned Fines Penalties and Forfeiture Officer may, upon request of the disclosing party which establishes a showing of good cause, waive the oral disclosure written confirmation requirement. Failure to provide the written confirmation of the oral disclosure or obtain a waiver of the requirement may result in denial of the oral prior disclosure.

(b) Disclosure of the circumstances of a viola-

tion. The term “discloses the circumstances of a violation” means the act of providing to Customs a statement orally or in writing that:

(1) Identifies the class or kind of merchandise involved in the violation;

(2) Identifies the importation or drawback claim included in the disclosure by entry number, drawback claim number, or by indicating each concerned Customs port of entry and the approximate dates of entry or dates of drawback claims;

(3) Specifies the material false statements, omissions or acts including an explanation as to how and when they occurred; and

(4) Sets forth, to the best of the disclosing party’s knowledge, the true and accurate information or data that should have been provided in the entry or drawback claim documents, and states that the disclosing party will provide any information or data unknown at the time of disclosure within 30 days of the initial disclosure date. Extensions of the 30-day period may be requested by the disclosing party from the concerned Fines, Penalties and Forfeitures Officer to enable the party to obtain the information or data.

(c) **Tender of actual loss of duties.** A person who discloses the circumstances of the violation shall tender any actual loss of duties. The disclosing party may choose to make the tender either at the time of the claimed prior disclosure, or within 30 days after Customs notifies the person in writing of its calculation of the actual loss of duties. The Fines, Penalties and Forfeitures Officer may extend the 30 day period if there is good cause to do so. The disclosing party may request that the basis for determining Customs asserted actual duty loss be reviewed by Headquarters, provided that the actual duty loss demanded by Customs exceeds \$100,000, and is deposited with Customs, greater than one year remains under the statute of limitations involving the shipments covered by the claimed disclosure, and the disclosing party has complied with all other prior disclosure regulatory provisions. A grant of review is within the discretion of

Customs Headquarters in consultation with the appropriate field office, and such Headquarters review shall be limited to determining issues of correct tariff classification, correct rate of duty, elements of dutiable value and correct application of any special rules (GSP, CBI, HTS 9802, etc.). The concerned Fines, Penalties and Forfeitures Officer shall forward appropriate review requests to the Chief, Penalties Branch, Customs Headquarters, Office of Regulations and Rulings. After Headquarters renders its decision, the concerned Fines, Penalties and Forfeitures Officer will be notified and the concerned Customs port will recalculate the loss, if necessary, and notify the disclosing party of any actual duty loss increases. Any increases must be deposited within 30 days, unless the local Customs office authorizes a longer period. Any reductions of the Customs calculated actual loss of duty shall be refunded to the disclosing party. Such Headquarters review decisions are final and not subject to appeal. Further, disclosing parties requesting and obtaining such a review waive their right to contest either administratively or judicially the actual loss of duties finally calculated by Customs under this procedure. Failure to tender the actual loss of duties finally calculated by Customs shall result in denial of the prior disclosure.

(d) Effective time and date of prior disclosure. —

(1) If the documents that provide the disclosing information are sent by registered or certified mail, return-receipt requested, and are received by Customs, the disclosure shall be deemed to have been made at the time of mailing.

(2) If the documents are sent by other methods, including in-person delivery, the disclosure shall be deemed to have been made at the time of receipt by Customs. If the documents are delivered in person, the person delivering the documents will, upon request, be furnished a receipt from Customs, stating the time and date of receipt.

(3) The provision of information that is not in writing but that qualifies for prior disclosure treatment pursuant to paragraph (a)(2) of this section shall be deemed to have occurred at the time that Customs was provided with information that substantially complies with the requirements set forth in paragraph (b) of this section.

(e) Addressing and filing prior disclosure. —

(1) A written prior disclosure should be addressed to the Commissioner of Customs, have conspicuously print-

ed on the face of the envelope the words “prior disclosure,” and be presented to a Customs officer at the Customs port of entry of the disclosed violation.

(2) In the case of a prior disclosure involving violations at multiple ports of entry, the disclosing party may orally disclose or provide copies of the disclosure to all concerned Fines, Penalties and Forfeitures Officers. In accordance with internal Customs procedures, the officers will then seek consolidation of the disposition and handling of the disclosure. In the event that the claimed “multi-port” disclosure is made to a Customs officer other than the concerned Fines, Penalties and Forfeitures Officer, the disclosing party must identify all ports involved to enable the concerned Customs officer to refer the disclosure to the concerned Fines, Penalties and Forfeitures Officer for consolidation of the proceedings.

(f) Verification of disclosure. Upon receipt of a prior disclosure, the Customs officer shall notify Customs Office of Investigations of the disclosure. In the event the claimed prior disclosure is made to a Customs officer other than the concerned Fines, Penalties and Forfeitures Officer, it is incumbent upon the Customs officer to provide a copy of the disclosure to the concerned Fines Penalties and Forfeitures Officer. The disclosing party may request, in the oral or written prior disclosure, that the concerned Fines, Penalties and Forfeitures Officer request that the Office of Investigations withhold the initiation of disclosure verification proceedings until after the party has provided the information or data within the time limits specified in paragraph (b)(4) of this section. It is within the discretion of the concerned Fines, Penalties and Forfeitures Officer to grant or deny such requests.

(g) Commencement of a formal investigation. A formal investigation of a violation is considered to be commenced with regard to the disclosing party on the date recorded in writing by the Customs Service as the date on which facts and circumstances were discovered or information was received that caused the Customs Service to believe that a possibility of a violation existed. In the event that a party affirmatively asserts a prior disclosure (i.e., identified or labeled as a prior disclosure) and is denied prior disclosure treatment on the basis that Customs had commenced a formal investigation of the disclosed violation, and Customs initiates a penalty action against the disclosing party involving the disclosed violation, a copy of a “writing” evidencing the commencement of a formal investigation of the disclosed violation shall be

attached to any required prepenalty notice issued to the disclosing party pursuant to 19 U.S.C. 1592 or 19 U.S.C. 1593a.

(h) **Scope of the disclosure and expansion of a formal investigation.** A formal investigation is deemed to have commenced as to additional violations not included or specified by the disclosing party in the party's original prior disclosure on the date recorded in writing by the Customs Service as the date on which facts and circumstances were discovered or information was received that caused the Customs Service to believe that a possibility of such additional violations existed. Additional violations not disclosed or covered within the scope of the party's prior disclosure that are discovered by Customs as a result of an investigation and/or verification of the prior disclosure shall not be entitled to treatment under the prior disclosure provisions.

(i) **Knowledge of the commencement of a formal investigation.** —

(1) A disclosing party who claims lack of knowledge of the commencement of a formal investigation has the burden to prove that lack of knowledge. A person shall be presumed to have had knowledge of the commencement of a formal investigation of a violation if before the claimed prior disclosure of the violation a formal investigation has been commenced and:

(i) Customs, having reasonable cause to believe that there has been a violation of 19 U.S.C. 1592 or 19 U.S.C. 1593a, so informed the person of the type of or circumstances of the disclosed violation; or

(ii) A Customs Special Agent, having proper-

ly identified himself or herself and the nature of his or her inquiry, had, either orally or in writing, made an inquiry of the person concerning the type of or circumstances of the disclosed violation; or

(iii) A Customs Special Agent, having properly identified himself or herself and the nature of his or her inquiry, requested specific books and/or records of the person relating to the disclosed violation; or

(iv) Customs issues a prepenalty or penalty notice to the disclosing party pursuant to 19 U.S.C. 1592 or 19 U.S.C. 1593a relating to the type of or circumstances of the disclosed violation; or

(v) The merchandise that is the subject of the disclosure was seized; or

(vi) In the case of violations involving merchandise accompanying persons entering the United States or commercial merchandise inspected in connection with entry, the person has received oral or written notification of Customs finding of a violation.

(2) The presumption of knowledge may be rebutted by evidence that, notwithstanding the foregoing notice, inquiry or request, the person did not have knowledge that an investigation had commenced with respect to the disclosed information.

ADDITIONAL INFORMATION

CUSTOMS ELECTRONIC BULLETIN BOARD

The Customs Electronic Bulletin Board (CEBB) is an automated system which provides the entire trade community with current, relevant information regarding Customs operations and items of special interest. It was established as another effort to promote the Customs Service as “trade friendly” within the importing and exporting community. The CEBB posts timely information including proposed regulations, news releases, Customs publications and notices, etc which may be “downloaded” to your own PC. The Customs Service does not charge the public to use the CEBB. You only pay telephone charges. The CEBB may be accessed by modem or through Customs Home Page on the World Wide Web. If you access it by modem, you must have a personal computer with a modem. The CEBB supports modem speeds from 2400 to 28,800 baud. Set up your terminal as ANSI, set databits to 8, set parity to N and stopbits to 1. Dial (703) 921-6155 and log on with your name and choose a password. After a few questions, you are set to get up-to-date information from Customs. If you have any questions about the CEBB, call (703) 921-6236.

THE INTERNET

The Customs home page on the Internet’s World Wide Web—which began public operation on August 1, 1996—will also provide the entire trade community with current, relevant information regarding Customs operations and items of special interest. It was established as another effort to promote the Customs Service as “trade friendly” within the importing and exporting community. The home page will post timely information including proposed and final regulations, rulings, news releases, Customs publications and notices, *etc.*, which may be searched, read online, printed or “downloaded” to your own PC. In addition, the CEBB (see above) may be accessed through our Home Page. The Customs Service does not charge the public for this service, although you will need Internet

access to use it. The Internet address for Customs home page is <http://www.customs.ustreas.gov>.

CUSTOMS REGULATIONS

The current edition of *Customs Regulations of the United States*, in loose-leaf format, is available by subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The bound 1997 Edition of Title 19, *Code of Federal Regulations*, which incorporates all changes to the *Customs Regulations* from April, 1996 through March, 1997 is also available for sale from the same address. All proposed and final regulations are published in the *Federal Register* which is published daily by the Office of the Federal Register, National Archives and Records Administration, and distributed by the Superintendent of Documents. Information on on-line access to the *Federal Register* may be obtained by calling (202) 512-1530 between 7 a.m. and 5 p.m. Eastern time. These notices are also published in the weekly *Customs Bulletin* described below.

CUSTOMS BULLETIN

The *Customs Bulletin and Decisions* ("Customs Bulletin") is a weekly publication which contains decisions, rulings, regulatory proposals, notices and other information of interest to the trade community. It also contains decisions issued by the U. S. Court of International Trade and Customs related decisions of the U. S. Court of Appeals for the Federal Circuit. Bound volumes are issued annually. The Customs Bulletin is available for sale from the Superintendent of Documents.

VIDEO TAPES

The U.S. Customs Service has prepared a two hour video tape in VHS format to assist Customs officers and *members of the public in understanding the new Rules of Origin for Textiles and Apparel Products* which became effective on July 1, 1996. Copies of this tape are available from many trade organizations, customs brokers, consultants and law firms. The tape may also be purchased for \$20.00 (U.S. funds) directly from the Customs Service. If you require further information, or would like to

purchase one or more tapes, please forward your written request to: U.S. Customs Service, Office of Regulations and Rulings, 1300 Pennsylvania Avenue, NW, Washington, DC 20229, Attn: Operational Oversight Division. Orders must be accompanied by a check or money order drawn on a U.S. financial institution and made payable to U.S. Customs Service.

In order to assist the trade, Customs has prepared a video tape entitled "Customs Compliance: Why You Should Care." This 30 minute tape is divided into two parts. Part I, almost 18 minutes in length, is designed to provide senior executives and others in importing and exporting companies with an overview of some significant features of the Customs "Modernization Act" and some major reasons for adopting new strategies for minimizing legal exposure under this Act. Part II is intended primarily for compliance officers, legal departments and company officers involved in importing and exporting. This latter Part, approximately 12 minutes in length, explains why Customs and the trade can benefit from sharing responsibilities under Customs laws and it provides viewers with some legal detail relating to record keeping, potential penalties for noncompliance, and Customs Prior Disclosure program.

Part I features former Customs Commissioner George Weise, Assistant Commissioner for Regulations and Rulings Stuart Seidel, and Motorola's Vice President and Director of Corporate Compliance, Mr. Jack Bradshaw. Assistant Commissioner Seidel is the only speaker in Part II.

The tape is priced at \$15.00 including postage. New orders, complete with payment in the form of a check or money order, should be addressed to the U.S. Customs Service, Office of Regulations and Rulings, Attention: Operational Oversight Division, 1300 Pennsylvania Avenue, NW, Washington, D.C. 20229.

INFORMED COMPLIANCE PUBLICATIONS

The U. S. Customs Service has also prepared other Informed Compliance publications in the *What Every Member of the Trade Community Should Know About*: series, which are available from the Customs Electronic Bulletin Board and the Customs Home Page (see above). As of the date of this publication, the following booklets were available:

- Fibers & Yarns
- Buying & Selling Commissions
- NAFTA for Textiles & Textile Articles
- Raw Cotton
- Customs Valuation
- Textile & Apparel Rules of Origin
- Mushrooms
- Marble
- Peanuts
- Caviar
- Bona Fide Sales & Sales for Exportation
- Granite
- Internal Combustion Piston Engines
- Vehicles, Parts and Accessories
- Articles of Wax, Artificial Stone and Jewelry
- Classification of Festive Articles

- Agriculture Actual Use
- Ribbons & Trimmings
- Footwear
- Reasonable Care
- Drawback
- Lamps, Lighting & Candle Holders
- Rules of Origin
- The ABC's of Prior Disclosure

Check the Customs Electronic Bulletin Board and the Customs Home Page for more recent publications.

OTHER VALUE PUBLICATIONS

Customs Valuation under the Trade Agreements Act of 1979 is a 96-page book containing a detailed narrative description of the customs valuation system, the customs valuation title of the Trade Agreements Act (§402 of the Tariff Act of 1930, as amended by the Trade Agreements Act of 1979 (19 U.S.C. §1401a)), the Statement of Administrative Action which was sent to the U.S. Congress in conjunction with the TAA, regulations (19 CFR §§152.000-152.108) implementing the valuation system (a few sections of the regulations have been amended subsequent to the publication of the book) and questions and answers concerning the valuation system. A copy may be obtained from the U.S. Customs Service, Office of Regulations and Rulings, Value Branch, 1300 Pennsylvania Avenue, N.W., Washington, D.C. 20229.

Customs Valuation Encyclopedia (with updates) is comprised of relevant statutory provisions, Customs Regulations implementing the statute, portions of the Customs Valuation Code, judicial precedent, and administrative rulings involving application of valuation law. A copy may be purchased for a nominal charge from the Superintendent of Documents, Government Printing Office, P.O. Box 371954, Pittsburgh, Pennsylvania 15250-7054.

Additional information may be obtained from Customs ports of entry. Please consult your telephone directory for a Customs office near you. The listing will be found under U.S. Government, Treasury Department.

LISTING OF ADDITIONAL
CUSTOMS REFERENCE
SOURCES

INFORMED COMPLIANCE
PUBLICATION ON PRIOR
DISCLOSURES

CUSTOMS
PROCEDURES MANUAL

REASONABLE CARE
CHECKLIST



What Every Member of
the Trade Community Should
Know About:

OTHER CUSTOMS REFERENCE SOURCES:

(INCLUDING INSTRUCTIONS ON ACCESS)

THE SOURCES WILL ALSO CONTAIN THE MOST CURRENT OFFICIAL VERSION OF THE MATERIALS IN THIS PACKAGE

JUNE 1998

OTHER CUSTOMS REFERENCE SOURCES:

(Including Instructions on Access)

1. INTERNET—CUSTOMS WEB SITE: <http://www.customs.ustreas.gov>

The following lists some of the information available on the Customs Web Site:

- Customs Electronic Bulletin Board (CEBB):
(Click on the CEBB button from the Customs Main Web page)
The CEBB was established January 1991 to provide the trade community with electronic access to Customs information. Future plans are to phase out the CEBB and integrate all data contained in the CEBB into the Customs Main Website. The following is information available on the CEBB that IS NOT CURRENTLY available on the Customs Main Website:
 - Intellectual Property Rights (Trademarks/Copyrights)
 - Weekly Commodity Reports & Weekly Critical Lists
 - Currency Conversion Rates
 - Antidumping/Countervailing Duties
- Importing/Exporting:
(Click on this button from the Customs Main Web page)
You may retrieve information on the following topics (only topics of relevance to this informed compliance packet are indicated):
 - a). Rulings & Regulations:
 - Ruling letters issued by the Office of Regulations & Rulings
 - Title 19, United States Code
 - Title 19, Code of Federal Regulations (Customs Regulations)
 - Harmonized Tariff Schedule of the United States
 - b). Informed Compliance:
 - Customs Informed Compliance Publications:
 - Buying & Selling Commissions
 - Customs Value
 - Bonafide sales & sales for export
 - Tariff Classification
 - Footwear
 - Reasonable Care
 - Drawback
 - Compliance Assessment Team Document
 - Customs Informed Compliance Strategy
 - Customs Valuation Encyclopedia 1980–1996
 - Broker Licensing and Compliance
 - Importer's Reasonable Care Checklist

c). Commercial Importing Procedures & Requirements:

- Required Record Keeping (a)(1)(A)
- Marking Country of Origin

d). U.S. Customs Office Locations:

- Ports of Entry
- Customs Management Centers
- NAFTA Center
- Special Agent-In-Charge
- Labs & Scientific Services
- Customs Headquarters
- Foreign Locations

- What's Hot...What's New:

2. PUBLISHED DOCUMENTS:

TITLE	SOURCE
Customs Regulations of the U.S.	Available by subscription to : Superintendent of Documents U.S. Government Printing Office Washington, DC 20402
Code of Federal Regulations	Superintendent of Documents (see address listed above)
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